

# COTTONWOOD HEIGHTS

## RESOLUTION No. 2018-70

### A RESOLUTION APPROVING CREATION OF A DEPARTMENT OF RECORDS, CULTURE AND HUMAN RESOURCES, DIRECTING PREPARATION OF RELATED CODE AMENDMENTS, AND APPOINTING A DIRECTOR

**WHEREAS**, the city of Cottonwood Heights (the “*City*”) is a city of the third class that operates under the optional council-manager form of municipal government whose legislative body is the city council (the “*Council*”) and whose administration is headed by the city manager (the “*Manager*”), all as further explained in Title 2, “Governance and Administration” (“*Title 2*”), of the COTTONWOOD HEIGHTS CODE OF ORDINANCES (the “*Code*”); and

**WHEREAS**, Code §§2.40.030 and 2.40.040 require and/or empower the Manager to organize the affairs of the City’s administration in a manner that is both beneficial for the City and compliant with applicable law; and

**WHEREAS**, after analyzing the City’s administrative needs, the Manager has proposed to create a new department of the City’s administration, to be known as the Department of Records, Culture and Human Resources (the “*Department*”), and to adjust the departmental functions currently described in Chapters 2.80, “Finance Department,” 2.100, “Administrative Services Department,” and other portions of Title 2 to allocate to the new Department certain functions and responsibilities currently handled by other departments of the City’s administration; and

**WHEREAS**, Code §§2.40.030 requires and/or empowers the Manager to appoint, with the advice and consent of the Council, a qualified person as director of the new Department; and

**WHEREAS**, the Manager has informed the Council that he desires to appoint **Paula Melgar** as the director of the Department, to serve under the title of “Director of Records, Culture and Human Resources”; and

**WHEREAS**, the Council has examined the qualifications of Ms. Melgar and is otherwise familiar with her; and

**WHEREAS**, the Council met in regular session on 27 November 2018 to consider, among other things, approving creation of the Department; directing the Manager to formulate for Council adoption proposed amendments to Title 2 to allocate to the new Department certain functions and responsibilities currently handled by other departments of the City’s administration; and giving advice and consenting to the Manager’s appointment of Ms. Melgar as the director of the Department; and

**WHEREAS**, after careful consideration, the Council has determined that it is in the best interests of the health, safety and welfare of the residents of the City to approve creation of the Department; to direct the Manager to formulate for Council adoption proposed amendments to Title 2 to allocate to the new Department certain functions and responsibilities currently handled by other departments of the City’s administration; and to give advice and consent to the Manager’s appointment of Ms. Melgar as the director of the Department;

**NOW, THEREFORE, BE IT RESOLVED** by the city council of the city of Cottonwood Heights that the Council hereby approves creation of the Department; directs the Manager to formulate for Council adoption proposed amendments to Title 2 to allocate to the new Department certain functions and responsibilities currently handled by other departments of the City's administration; and gives advice and consents to the appointment of **Paula Melgar** as the director of the Department, to serve under the title of "Director of Records, Culture and Human Resources" or such other title hereafter designated by the Manager, as proposed by the Manager.

This Resolution, assigned no. 2018-70, shall take effect immediately upon passage as provided herein.

**PASSED AND APPROVED** this 27<sup>th</sup> day of November 2018.

**ATTEST:**

**COTTONWOOD HEIGHTS CITY COUNCIL**

By:  Paula Melgar, Recorder

By:  Michael J. Peterson, Mayor



**VOTING:**

Michael J. Peterson	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
- Michael L. Shelton	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
J. Scott Bracken	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
· Tali C. Bruce	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Christine Watson Mikell	Yea <input type="checkbox"/>	Nay <input type="checkbox"/> EXCUSED

**DEPOSITED** in the office of the City Recorder this 27<sup>th</sup> day of November 2018.

**RECORDED** this 27 day of November 2018.